



Students getting ready to participate in the Dating Game program.

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Special points of interest:

- Judicial Hearings
- Vandalism Prevention
- Room Changes

## Welcome to Elizabethtown College!

Welcome! We are excited to begin a new year and to welcome a new class of students to our campus community. As the parent of a new Elizabethtown College student we would like to provide you with some basic information to both ease your transition to college and relieve some uncertainty.

Another purpose of this packet is to provide some general information about the Office of Residence Life. Listed to the right are some important dates for the academic year. More

info about hall closing for breaks can be found later in this newsletter.

**Sept. 28:** Request to Stay forms for Fall Break due

**Oct. 6:** Housing closes at 6:00pm for Fall Break

**Nov. 16:** Request to Stay forms for Thanksgiving Break due

**Nov. 23:** Campus housing closes at 6:00pm for Thanksgiving Break

**Dec. 2:** Request to Stay forms for Winter Break

**Feb. 27:** Request to Stay forms for Spring Break due

**March 3:** Campus housing closes at 6:00pm for Spring Break

**March 29:** Request to Stay forms for Easter Break due

**April 5:** Campus housing closes at 6:00pm for Easter Break

## Roommate Relationships

We have spent a great deal of time this summer pairing prospective roommates with one another. Positive roommate relationships are a very important part of a student's overall well being. To create these positive relationships there is a floor meeting on Aug. 27th during which students will learn some basic rules, meet their floor mates, and, most importantly, begin to build strong, positive relationships with their roommates. During this meeting the Resident Assistant, who is specially trained in roommate relations, will guide each student through our Roommate Questionnaire,

which will get students thinking about their preferences for things such as studying environment, sleeping environment, sharing of food and other possessions, and guest privileges. After reflecting on those questions individually the RA will have the roommates share their answers and discuss some ground rules for the room. The students will brainstorm together and then put these ground rules into writing. These roommate contracts will be kept by the RA and if students would like to add or delete a ground rule they need to discuss the new rules with their roommate, come to an agree-

ment, and let their RA know so that the Roommate Contract can be amended.

The RAs have regular contact with the residents and if an issue is beginning to surface between roommates, the RA has in depth training in mediation skills and can assist in resolving the conflict. Students can come to their RA at any time to talk over a roommate disagreement even a minor disagreement. In fact, we have found that it is often small disagreements that lead to big problems between roommates. (cont'd pg 2)

## Roommate Relationships continued

One of the most important pieces to making a roommate situation work is to have you, the parent, encourage your student to speak with an RA or Residence Director as soon as an issue arises. Often times students delay speaking to the RA or RD until it is too late. If your student begins to talk about potential conflicts with a roommate it would be very beneficial for you to encourage your student to stop by and talk to the RA about the situation. Working with the RA is always the best first step in

resolving a roommate conflict.

There are times when roommates make all attempts to abide by the roommate contract, communicate with the RA, have a mediation, and no solution can be reached. At this point the RA will refer the students to the Residence Director for further mediation. It is important to note that there are usually few open spaces on campus at a given time, especially in the beginning of the academic year when we are at maximum capacity, so room changes occur infrequently.

When a roommate conflict precipitates a room change the Residence Director will NOT determine which roommate is more at fault in the situation and require that student to move out, rather the RD will work with both residents to determine who will best fit in another open residential space on campus. If you have any questions about this process please do not hesitate to contact your student's Residence Director.



A student at the Schlosser Hall Easter Egg Hunt

**If your student begins to talk about potential conflicts with a roommate, it would be very beneficial for you to encourage your student to stop by and talk to the RA about the situation.**

## Community Standards

The Community Standards program is a program that is used within the residence halls to encourage residents to develop a set of mutually agreed upon expectations for floor community interactions. More simply put, Community Standards is a program in the halls that gets residents of a floor talking to each other and en-

courages them to develop a set of rules for the floor.

At the beginning of each semester the RA will facilitate the creation of a set of Community Standards or ground rules for the floor by the residents of that community. Throughout the rest of the year the floor meets every other week, at a

time they collectively set, to review and amend the Community Standards as they see necessary. Community Standards are typically based around the following issues: noise levels, cleanliness of common areas, behavior of guest, floor gossip, safety and security, and appropriate ways to confront (cont'd on pg 4)

## The Judicial Process

As part of its educational mission and goals, Elizabethtown College holds students to a high standard of personal conduct and behavior. The purpose of the judicial process is to protect and enforce those rights and responsibilities of students through educational means. The judicial process is educational in focus, a process

where the hearing officer or board uses discussion to determine the responsibility of the student and to determine a meaningful response to the situation. The judicial process challenges the student to learn from the incident.

The judicial process is comprised of a few straight-

forward steps. When a violation of college policy is documented the students involved in the infraction will go through the judicial process. The Residence Director for the hall serves as the hearing officer for the infraction. She /He will -

(cont'd pg 3)



Sophomore Class float during the Homecoming Parade

## Housing Break Closing Information

The College closes the residence halls four times during the academic year for breaks from the academic schedule. For all breaks we have specific dates and times at which the building closes. If your student needs to remain later than the building closing time she/he is required to submit a specific form to the Office of Residence Life requesting to stay late. These forms can be found in Darlene Sommers' (Coordinator of Housing Operations) public folder. The deadlines for those forms are listed on the first

page of this packet. Students may request to remain on campus after the building officially closes either because the student's transportation cannot arrive prior to closing or the student lives a significant distance from the College and cannot return home over the break. **These students must complete a Request to Stay form by the deadline to stay on campus without any penalty.**

A Break Closing Form will be

hung on each room's door a week prior to closing. Prior to their departure each resident must complete the form. Even students that have received permission to stay late must complete the form on the door prior to the closing of the building. Students that do not complete the form will be billed a \$25 charge for improper closing.



*Students at Pumpkin Decorating Program.*

## Damage Billing and Vandalism

Elizabethtown College uses a process called Community Billing when dealing with damages and vandalism that occurs within the residence halls. When damage is done to a residence hall Facilities Management creates a bill with the total cost of repair and forwards the bill to Residence Life. If there is no report as to who did the damage, the RD will then determine the smallest billable unit to pay for the damage. For instance, if several

ceiling tiles are damaged on the second floor of a building the entire second floor will evenly split the bill for the damage. This process is closely related to the Community Standards program. We believe that students need to be active participants in their communities. If a resident sees a student damaging College property we expect that student to contact Campus Security, the RA or the RD. If a floor is billed for damage and a resident know who is respon-

sible for the damage the resident should either encourage the offending student to come forward or contact RA / RD with the information. Students who were not present on the floor at the time of the damage have the opportunity to appeal the charges to their account by submitting a formal appeal to the RD. More information about this process can be given by the RA for the floor.

**It is the expectation of the College that students familiarize themselves with the rules and regulations of the College.**

## Judicial Process cont'd.

contact the students involved either by voicemail or email to set up an appointment to discuss the incident. When a student meets with the RD, the report of the incident is read and the student is asked to explain what happened. After this conversation the RD will determine whether the student violated a College policy. If there has been a violation the RD will tell the student the specific violation. A list of all

College policies and sanctions are listed in the Student Handbook which is distributed to all first year students. An electronic version is available for students and parents online. **It is the expectation of the College that students familiarize themselves with the rules and regulations of the College.** Once the RD explains the specific violation he/she will decide on an appropriate sanction for the student. A listing of

possible sanctions is also available in the Student Handbook.

Often times students tell their parents that they have been documented for a policy infraction. We are not able to disclose any specific information about the judicial case to parents as it is illegal as per the Family Education Right to Privacy Act (FERPA). If the student wishes for our office to disclose specific information to a parent the student must come in and complete a disclosure waiver.



*Resident Assistants having some creative time during RA Training*

# Office of Residence Life Staff

## Director of Residence Life

Robert Mikus  
x1197

## Coordinator of Housing Operations

Darlene Sommers  
x1197

## Associate Director / Brinser Hall RD

Christine Martino  
x3677

## Assistant Director / Schlosser Hall RD

Allison Ginga  
x1426

## Assistant Director –Judicial Affairs

Latrice Pettigrew  
x1584

## Founders Hall and Hackman Apts. RD

Rebecca Boerst  
x3017

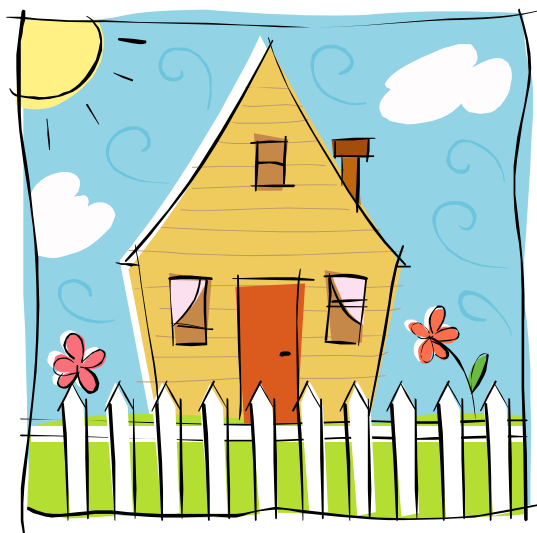
## Royer, Ober, and Myer Hall RD

Aaron Küntz  
x1596

# Community Standards Cont'd

each other when a Standard is broken. Through this program we aim to teach residents ways of resolving conflict, reduce vandalism in the residence halls, and empower residents to become active members of the floor community.

## Important Campus Phone Numbers



Academic Advising	x1525	Library	x1451
Campus Security	x1263	Mail Services	x1124
Career Services	x1206	Multicultural Affairs	x1260
College Chaplain	x1260	Registration & Records	x1409
Counseling Services	x1405	Residence Life	x1197
Disability Services	x1227	Student Activities	x1260
Learning Services	x1185	<b><u>RA Offices</u></b>	
Dean of College Life	x1196	Ober Hall	x1106
Dining Services	x1158	Royer Hall	x1442
Facilities Management	x1408	Schlosser Hall	x1104
Financial Aid Office	x1404	Brinser Hall	x1208
Health Services	x1169	Founders Hall	x1570
Info.& Tech. Services	x1435	Myer Hall	x1503